

UNCLASSIFIED

VACANCY ANNOUNCEMENT

USAID/CAIRO

Number: 01	Subject: VACANCY (Egyptians)	Date: January 3, 2013
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Position Title:	Development Program Specialist
Position Number:	60-08b
Duration:	one year with option to renew
Organization:	USAID/Program Office (PO)
Salary Potential:	FSN-10
Application Deadline:	02/3/13
Salary Range for a Full	
Qualified Candidate:	Starts at LE 111,496 Gross Per Annum
	This is the Gross Annual Salary before
	deducting taxes

BASIC FUNCTIONS OF POSITION

The incumbent serves as a Development Program Specialist for USAID/Egypt. S/he represents the Program Office as a full member of one or more Assistance Objective (AO) teams of the USAID/Egypt program with a portfolio of about \$250 million annually. S/he independently performs the full range of program support duties including providing advice and guidance to technical offices on a broad range of implementation issues, and on the procurement of commodities and service. S/he performs analysis, evaluation and program monitoring duties for USAID/Egypt at the Goal, Sub-goal and Assistance Objective levels. This responsibility focuses on selected Assistance Objectives(AO) and portfolio in the social and economic sectors, which includes Health and Population, Health Sector Reform, Environment, Financial Sector Reform, Small and Micro enterprise and Agriculture. The incumbent also serves as the Mission Global Development Alliance specialist responsible for developing and implementing a Global Development Alliance outreach strategy for the whole Mission. S/he coordinates the USAID/Egypt Mission-wide semi-annual portfolio review process and participates in significant analytical, research, liaison, and reporting assignments regarding implementation and performance of various activities.

MAJOR DUTIES AND RESPONSIBILITIES

1- Program Monitoring 40%

- a) Monitors and tracks Egypt's progress toward achieving the stated USAID/Egypt development goal of "A Globally Competitive Economy Benefiting Egyptians Equitably". S/he also monitors and analyzes progress toward meeting USAID's Sub-goals, Assistance

Objectives (AO), Intermediate Results and other performance indicators for strategic management. In this capacity, obtains and analyzes GOE, international donors, press, consultant and academic reports. Serves as a member of selected USAID AO and activity teams. Meets with appropriate high level GOE officials, consultants, academic leaders and other partner officials regarding achievement of AO, IR and activity performance indicators; and provides sound and viable recommendations on program direction and appropriate technical assistance.

- b) Coordinates the Mission-wide semi-annual Portfolio Implementation Review (PIR) process and provides guidance to AO teams on required analysis and documentation. Based on the reviews, prepares a wrap-up report for the Mission Management that addresses implementation issues identified for follow-up. Holds meetings with Mission Management and AO teams to track and review further actions identified in the PIRs.
- c) Monitors and participates in activity evaluations and assessments in selected sectors, and, in consultation with the Evaluation Officer and senior staff, determines the most appropriate timing for activity evaluations and assessments. Drafts scopes of work for evaluations and participates in conducting the fieldwork, where necessary. Manages selected consultants to undertake analysis and program evaluations.
- d) Supports selected AO teams during Performance audits. Collaborates with the Financial Management Office in identifying performance audits that are scheduled by RIG/A each year. Provides support to the audited activity team by organizing the audit process, ensuring the availability of supporting documentation and participating in briefing meetings and field visits. Advises the activity team in responding to audit findings and follows up on the implementation of recommended actions.

2- Program Implementation 25%

- a) Provides Program backstopping expert advice and guidance to technical offices in the assigned AOs and sectors on a broad range of implementation issues. Advises team leaders and project officers on the formulation of implementation plans compatible with the resources and capacity of implementing entities, and on the procurement of commodities and services. Provides daily guidance and advice regarding various implementation mechanisms including direct grant funding to GOE Ministries through Implementation letters.
- b) Manages the fiscal year new designs and amendments schedule for the assigned AO teams, and coordinates with the Design officer to ensure compliance with USAID regulations and procedures. Monitors progress of required documentation for new designs and amendments until completion and final approval by Mission management. Ensures that activities are consistent with USAID strategy and include appropriate activity level monitoring and evaluation plans, schedules and budgets. Where necessary, advises technical team staff and their contractors on the development of performance monitoring and evaluation plans and related Scopes of Work. Ensures that all pre-obligation requirements are met for each new design and/or amendment.

3- Program Planning and Reporting 35%

- a) Collects and analyzes performance indicator data from Mission AO teams and implementing partners and contractors to complete reports requested by the U.S. State Department and USAID/W such as the Performance Plan Report that feeds into a global report published annually by USAID and the US State Department for the US congress. Guides AO teams in selecting Foreign Assistance Framework standard indicators and in conducting Data Quality Assessments to comply with ADS 203 requirements.
- b) Provides specialized advice on guidance, policies, regulations and procedures, and supporting analysis to senior management and AO team leaders in the preparation of various USAID program documents including the USAID/Egypt Strategy or country assistance document, the annual operational planning and performance report, the Congressional budget justification, performance management plans etc. In this capacity, drafts reports and provides verbal briefings on findings and/or recommended actions to the Program Office Director, the Mission Director and Deputy Director, AO team leaders and Project teams. Drafts sections of the Mission Strategy documents and the annual performance report as appropriate and assigned.
- c) Manages the process of reviewing and responding to all unsolicited proposals submitted to USAID/Egypt. Provides guidance to technical teams on the review process and follows up on the response to the proposals.
- d) Maintains an extensive range of contacts with GOE, private sector officials and other donors to collect and interpret information related to the assigned sectors/portfolios.
- e) Provides specialized advice on guidance, policies, regulations and procedures, and supporting analysis to senior management and AO team leaders in the process of developing and building Global Development Alliances. The incumbent is expected to:
 - i. Develop the Public Private Partnership Outreach Strategy for USAID/Egypt;
 - ii. Identify potential Private Sector Partners, and work with the AO teams to conduct mapping of potential partners who will form strategic partnerships;
 - iii. Work closely with senior officials of potential private sector partners including multinational corporations , banks, local businesses to help them understand USAID strategy and how public private sector alliances will achieve certain business and development goals;
 - iv. Lead the review of public private partnership proposals with the respective technical teams;
 - v. Provide guidance and/or participate in conducting Private Sector due diligence as required by the Agency;
 - vi. Provide guidance and support all implementation issues regarding Public Private Partnerships;

- vii. Coordinate with the Regional Alliance Builders and the Office of Development partners, Private Sector Alliance division in Washington on all matters related to promoting public private partnerships; and
- viii. Track, monitor, and report on USAID/Egypt's current and planned public private partnerships and designs and coordinates GDA/Public Private partnership training and technical assistance.

REQUIRED/DESIRED QUALIFICATIONS

A. **Education:** A B.A. degree in a social science field related to development assistance is required. Fields of major, in order of preference, are Economics, Sociology, Political Science, Business Administration, or other social science fields. Course work in Statistics is required. An MA degree in any of the above fields is desired.

B. **Prior Work Experience:** five to seven years of progressively responsible professional experience in program design, implementation, monitoring, analysis, research and reporting (in written & oral form) on economic or social development activities and/or development assistance are required. Prior work experience must include collaborative assignments in an office setting. Candidates with less years of professional experience, who otherwise possess the requisite academic qualifications, knowledge and skills and who can demonstrate strong potential may be considered and placed at the appropriate trainee level.

C. **Post Entry Training:** USAID-sponsored training in performance monitoring and program evaluation techniques, acquisition management, and management skills.

D. **Language Proficiency:** Level IV (fluent) in both spoken & written English and fluent Arabic spoken and written required.

E. **Knowledge:** Recognized expertise in project development & implementation (required). A thorough knowledge of the Egyptian socioeconomic structure and institutions; the institutional structure of Egyptian private and public sectors, and the cultural and political environment in which they operate (desired). A thorough knowledge of the policy and objectives of USAID's strategy and program in Egypt, USAID's internal reporting requirements and procedures and USAID's program evaluation system (desired). A thorough understanding regarding the role of the private sector in economic development (desired).

F. **Skills and Abilities:** Excellent analytical skills to interpret data from different sources (required). Initiative and resourcefulness to identify and assess complex socioeconomic development problems, policies and programs; provide sound and viable recommendations on program direction and appropriate technical assistance; and manage selected consultants to undertake analysis and program evaluations (required). Excellent interpersonal skills to develop and maintain a wide range of senior level contacts in government and private sector circles (required). Skills in using computers and related software in analytical and statistical work (desired). Excellent English language writing skills to prepare precise and accurate factual and analytical reports (required). Excellent negotiation and relationship management skills to be able to build alliances with the private sector community (desired).

POSITION ELEMENTS:

- A. **Supervision Received:** Works independently under the general technical supervision of the FSN Monitoring and Evaluation Development Program Specialist (Position 63-00), who mentors and monitors the work of the incumbent. The incumbent performs assigned duties independently, referring complex issues to the supervisor or reviewing officer.
- B. **Available Guidelines:** The USAID Automated Directive System (ADS), existing Mission procedures as described in Mission Orders, USAID strategy, annual performance report guidance and reporting requirements, and program monitoring and evaluation guidelines.
- C. **Exercise of Judgment:** Exercises independent judgment and initiative as the sole Program Office representative on the AO team. Works with technical staff on analyzing program assessment criteria, evaluating and interpreting the accuracy and reliability of various reports, laws, regulations and decrees.
- D. **Authority to Make Commitments:** Within the context of the field of responsibility and with approval of the Office Director the incumbent can initiate discussions that lead to financial commitments. Recommendations on budgeting for new initiatives and/or modifications to contracts and cooperative agreements are considered to be authoritative and given considerable weight when decisions on financial commitments are made.
- E. **Nature, Level, and Purpose of Contacts:** Extensive high level contacts with senior private sector officials, USAID contractors and grantees and GOE senior officials to solicit information and opinions on USAID program-related activities and the interpretation of general economic trends and events and to gain a better understanding of complex GOE laws and economic regulations. Extensive contacts with senior US and Egyptian staff within the USAID Mission in carrying out assigned duties.
- F. **Supervision Exercised:** Provides guidance to new Program Office staff, trainees, contractors and TDY personnel providing assistance to the Mission.

SELECTION CRITERIA:

CATEGORY	SCORING PERCENTAGE
Education/academic requirement*	20%
Experience*	25%
Language Proficiency*	15%
Knowledge*	20%
Skills & Abilities*	20%
TOTAL	100%

* As per details reflected under Qualifications above.

RECRUITMENT PROCEDURES AND GUIDELINES:

Applications or Resumes must include the month, year and company name of employment for all experience or the experience cannot be considered.

Candidates must provide in the application or in their CVs names of family members working in the Mission.

Qualified candidates who are interested in this vacancy should apply by submitting an **up-to-date CV with a cover letter detailing how they are qualified for the position as part of the application**, quoting the position number, to USAID Human Resources Office, by no later than COB of the application deadline noted above. Applications can be submitted via e-mail to usaidhr@usaid.gov, inter-office mail, or by fax to 25160388 (submissions made in any other way will be disregarded). The CV and attachments must not in all cases exceed five pages. The USAID HR Office will disregard any submissions exceeding five pages and/or those received after the deadline.

Mission employees are not eligible to apply for a vacant position during their three month probationary period. The Mission mandatory retirement age is 60 years.

The evaluation and selection process usually takes two to three months after the deadline. Shortlisted applicants are invited for tests and/or interviews during this time frame. Due to the high volume of applications, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your application once your application has been acknowledged. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

If a selected applicant does not meet all the qualifications listed in the position description, s/he will be normally appointed to an appropriate trainee grade level, below the position grade.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

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Priority will be given to qualified FSNs who have been involuntarily RIF'ed.

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.

**Samia Joseph
USAID/Human Resources Officer**